



FAMILY COURT NEWS

DECEMBER, 2009

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IMPORTANT DATES:

- **December 18** Program Updates (for website) Due
- **January 10** ADR Annual Reports Due (Please use new report form!)
- **January 15** Family Court Annual Reports AND 4th Quarter Reports Due
- **January 30** Program Manuals Due

FAMILY COURT REPORT FORMS ONLINE

2009 Family Court Annual Report forms are now available on the Family Court website, courts.in.gov/family-court/forms.html. These reports will once again be due January 15, 2010. The report format is the same as last year. Please remember to submit your form electronically so that your data can easily be imported into the master spreadsheet for compilation of statewide data. Please also remember that your 4th quarter report is not replaced by the annual report. We still need your quarterly data so that we have the capability to compile reports on a quarterly, calendar year, or fiscal year basis. Quarterly Report forms are also available on the website and may be submitted by January 15, 2010, along with your annual report.

NEW ADR ANNUAL REPORT FORMAT

For those of you who also have ADR programs, the annual report form for 2009 has been changed to a Microsoft Excel based form, similar to your Family Court reports. Please discard any old forms and use the new form, which can be found at courts.in.gov/adr/forms.html. As with the Family Court forms, these forms can be printed for your records, but should be filed electronically. Don't forget that reports now cover the calendar year and are due January 10, 2010.

WEBSITE UPDATES AND PROGRAM MANUALS

I typically ask for program updates for the website prior to the annual meeting, but this year I inadvertently left that off the list. I would, however, like to get the website updated before the end of the year. A few of you have already submitted your updates to me, but if you have not done so, please send me something by Friday, December 18. Your 2008 updates are still on the website if you want to review what you submitted last year. While you are on the website, please take the time to review the contact information for your project to make sure it is correct. If you find any errors, please let me know and I will submit the changes to our web team.

Finally, every two years we ask you to submit an updated program manual, and it's that time again. Manuals are due January 30, 2010. Most of you have done this before, but for those of you who have not or who have questions about what to include in your manual, I have created a brief guide to manual preparation. The guide is included here and also attached as a separate document to the cover e-mail. As always, if you have any questions or concerns, feel free to call or e-mail me.

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PREPARING YOUR FAMILY COURT MANUAL

Every project's manual will be slightly different, but the following are some guidelines to help you organize your manual. Your project may have additional items in your manual, but the following should be included, at a minimum.

Format:

Cover sheet and Table of Contents

Family Court Overview

History of Your Family Court Project

Mission Statement

Program Description

List of Judges and Jurisdiction

Advisory Board (list of members/position in community, meeting frequency)

Administrative Policy

Written Office Policies and Procedures (i.e., policies regarding employees)

Programming Policy

Written Policies and Procedures for Family Court Programming (i.e., policies regarding family court programming and participants)

Employee Job Descriptions

Project Forms -- including, but not limited to:

Referral/Identification Forms

Order of Family Court Assignment

Notice and Orders Regarding Mediation/Facilitation (if applicable)

Case Tracking Form/Case Management Report

Family Court Program Brochures

Data Collection Form

Case Closure Order

Risk Assessment Form (if applicable)

Satisfaction Surveys or any other Program Evaluation Forms